

## Special Conference – FAQ's

### Where and when is the conference?

The conference will take place in Hall 3, National Exhibition Centre, Birmingham, B40 1NT on Sunday 16th May from 13.00-17.00. For registration and pass collection opening times please see below.

### How do I know if I am registered and when will I receive my paperwork?

Once you have successfully registered you will receive an email to the address supplied as part of your online registration. This will confirm your registration and provide you with further information about the day. Please make sure that you supply an accurate email address. If you have not received this email (make sure to check your junk folder) then you have not successfully registered and should reattempt the process. You will not receive any hard copy paperwork prior to conference.

### What should I bring to collect my pass?

You will need to bring a printed copy of your conference registration email, a piece of ID and your membership card.

### Access

Access information will be contained in the agenda, available by following the appropriate link from here: [www.libdems.org.uk/specialconference](http://www.libdems.org.uk/specialconference)

### Claimants

Due to the timescale of the event we will not be able to offer a claimant rate for members registering online in advance of the event.

Claimant members registering **online** will need to pay the £30 fee upfront and then email [conferences@libdems.org.uk](mailto:conferences@libdems.org.uk) as soon as possible after the event to arrange a £15 refund.

Claimants registering **onsite** will be charged £20 if they are able to provide evidence of their claimant status to the finance desk onsite. This must be in the form of **an official document, dated to cover the period of conference**, and prove that at the time of conference you were receiving state benefits due to being unemployed, the dependent spouse of an unemployed person, on income support, a full time student or if your only income is that state pension.

### How do I register?

**Advance registration is only possible online**, before midnight on Friday 14<sup>th</sup> May. You can register in advance for £30 here:

[www.libdems.org.uk/specialconference](http://www.libdems.org.uk/specialconference)

In order to register onsite you will need to bring: party **membership card**, proof of personal **identification**, and £40 registration fee (please note we can only accept **cash** payments onsite).

Onsite registration is open between 14:00 and 20:00 on Saturday 15<sup>th</sup> May



and 8:30am to 13:30 on Sunday 16<sup>th</sup> May in Hall 3 of the NEC.

All delegates of the event will be charged (including MPs and life members of conference). Please be aware that the registrations of voting members will be prioritised. For information on claimant rates please see above 'claimants' section.

You will not need a photo for this conference.

As with federal conference, registrations are non-transferable. They are also non refundable.

Please note that this is a members' only event and observers cannot register.

**How do I become/change a voting delegate?**

The secretary of your local party will need to contact the membership department [membership@libdems.org.uk](mailto:membership@libdems.org.uk) to make any alterations to the list of voting representatives. Please note this can only be done in writing.

